



## **Section III**

# **Parent/Guardian Notification**

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# Introduction

Notifying parents of the requirement for their student to pass the CAHSEE is an important part of ensuring student success on this exam. The more information a district provides to parents, the more opportunity parents have to participate in preparing their student for success on the exam, and the more connected parents feel to the school district.

This section provides: (1) the legal requirements for notifying parents of the CAHSEE, (2) a sample parent brochure, (3) a sample notification flyer for middle schools and high schools, and (4) a sample notification school/home newsletter insert.

These sample materials may be used as models for notifying parents of the CAHSEE. All CAHSEE administration dates selected by districts must be from the testing dates designated by the State Superintendent of Public Instruction.

Districts with non-English speaking parent populations should consider translating CAHSEE correspondence into other languages. No translations of the sample materials in this section are available through CDE at this time.

The following table contains the dates on which the CAHSEE may be offered during the 2002–03 school year. The dates selected by a district should be inserted into the tables in the sample materials that appear in this section.

District CAHSEE Testing Dates 2002–03		
English-Language Arts Session 1	English-Language Arts Session 2	Mathematics Session 1 and 2
Tuesday	Wednesday	Thursday
July 23, 2002	July 24, 2002	July 25, 2002
September 17, 2002	September 18, 2002	September 19, 2002
November 5, 2002	November 6, 2002	November 7, 2002
January 14, 2003	January 15, 2003	January 16, 2003
March 4, 2003	March 5, 2003	March 6, 2003
May 13, 2003	May 14, 2003	May 15, 2003

Please note that this section is about notifying parents of upcoming CAHSEE activities. The *Reporting CAHSEE Results for the 2001–02 School Year to Parents/Guardians* assistance packet, mentioned in the Preface, provides information for reporting individual student results from a past administration to parents/guardians. The *Reporting CAHSEE Results...* assistance packet includes:

- Reporting the 2001–02 CAHSEE Results: Questions and Answers for Parents/Guardians
- Accommodations and Modifications Facts about the CAHSEE
- Accommodations and Modifications for the CAHSEE
- Sample Student and Parent Report and Cover Letter
- Presentation Transparency Masters



# CAHSEE Legal Requirements for Parents/Guardians Notification

## Education Code Section 48980 (added March 29, 1999; SB 2, Chapter One)

“(a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of its minor pupils regarding the right or responsibility of the parent or guardian under sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51240, and 51550 and Chapter 2.3 (commencing with Section 32255) of Part 19.

(b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by Section 48206.3, and of the program prescribed by Article 9 (commencing with Section 49510) of Chapter 9.

(c) The notification shall also advise the parents and guardians of all pupils attending a school within the district of the schedule of minimum days and pupil-free staff development days, and if any minimum or pupil-free staff development days are scheduled thereafter, the governing board shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

(d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States Savings Bonds.

(e) Commencing with the 2000–01 school year, and each school year thereafter, the notification shall advise the parent or guardian of the pupil that, commencing with the 2003–04 school year, and each school year thereafter, each pupil completing the 12th grade will be required to successfully pass the high school exit examination administered pursuant to Chapter 8 (commencing with Section 60850) of Part 33. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parents and guardians regarding the consequences of not passing the examination and shall inform parents and guardians that passing the examination is a condition of graduation...”

## A New Standard for High School Graduates

**S**eniors in the class of 2004 will be the first California public school students who must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. The purpose of the new graduation requirement, authorized by state law, is to:

- ▶ Help improve student achievement in high school
- ▶ Make sure that graduates can demonstrate competency in state content standards for reading, writing, and mathematics

State law passed in 1999 (Education Code sections 60850 and 60851), authorized the development of the CAHSEE. Students in California public schools must pass the CAHSEE to receive a high school diploma, beginning with the graduating class of 2004.

The dates on which the CAHSEE will be offered in our school district appear in the table on the back of this brochure. Students are only allowed to retake the part(s) of the exam that they have not passed.

### District CAHSEE Testing Dates 2002–03

ELA Session 1	ELA Session 2	Mathematics Session 1 & 2
Tuesday (insert selected dates for July 2002 through May 2003 here)	Wednesday (insert selected dates for July 2002 through May 2003 here)	Thursday (insert selected dates for July 2002 through May 2003 here)

### For more information...

If you have any questions about the CAHSEE:

- ▶ Contact your school office during regular office hours.
- ▶ Visit the California Department of Education's CAHSEE Web site at <http://www.cde.ca.gov/statetests/cahsee/>.

## Attention Parents

### Introducing California's New Graduation Requirement...



## The California High School Exit Examination

August 2002

# Questions and Answers for Parents

## **Who must take the CAHSEE?**

### ► **11th Graders**

During the 2002–2003 school year, students in grade 11 (class of 2004) who have not yet passed one or both parts of the CAHSEE may continue to test on designated test dates selected by the school district.

### ► **10th Graders**

In spring 2003, all students in grade 10 (class of 2005) must take the CAHSEE for the first time.

## **Why do students take the CAHSEE for the first time in grade 10 instead of grade 11 or 12?**

Students are given several opportunities to meet the CAHSEE requirements for a high school diploma. Requiring the exam to be taken for the first time in grade 10 provides students who are unsuccessful with seven additional opportunities to pass the CAHSEE.

## **What about students who are not fluent in English?**

English learners are required to take the CAHSEE in grade 10 with all students. These students must complete six months of instruction in reading, writing, and comprehension in English during the first 24 months of enrollment in the California school system. They are required to take the CAHSEE during this time. All students must pass the CAHSEE in English to receive their high school diploma.

## **Will students with special needs have to take the CAHSEE?**

Yes. Students with special needs must pass the CAHSEE to receive a high school diploma and must be allowed to take the CAHSEE with accommodations or modifications as specified in their

Individualized Education Program (IEP) or Section 504 Plan for classroom or statewide testing. Students who take the test using a modification will receive an invalidated test score. However, if the invalidated test score is the equivalent to a passing score (i.e., 350 or higher), the district may submit a waiver request on behalf of the student to waive the requirement of successful passage of one or both parts of the CAHSEE to receive a diploma.

## **What if parents do not want their student tested?**

All students must pass the CAHSEE to earn a high school diploma from a California public school, beginning with the graduating class of 2004.

## **Who decided what the CAHSEE should cover?**

A High School Exit Examination Standards Panel, appointed by the State Superintendent of Public Instruction, reviewed state content standards in English-language arts and mathematics and recommended what they believed a student should know and be able to do to graduate from high school. Test blueprints, outlining what the CAHSEE covers, were adopted by the State Board of Education in December 2000.

## **What does the English-language arts (ELA) part of the CAHSEE cover?**

The English-language arts part of the CAHSEE addresses state content standards through grade 10. In reading, this covers vocabulary, decoding, comprehension, and analysis of information and literary texts. In writing, this covers writing strategies, applications, and the conventions of standard English (e.g., grammar, spelling, and punctuation).

## **What does the mathematics part of the CAHSEE cover?**

The mathematics part of the CAHSEE addresses state standards in grades 6 and 7 and algebra I. The exam includes statistics, data analysis and probability, number sense, measurement and geometry, mathematical reasoning, and algebra. Students also are asked to demonstrate a strong foundation in computation and arithmetic, including working with decimals, fractions, and percents.

## **How can parents help their students pass the test?**

Parents should ask their student's teachers or principal if the school's curriculum is aligned to state content standards in English-language arts and mathematics. Parents should ask:

- How the school is implementing state standards into classroom instruction at all grade levels.
- How teachers are helping students achieve these standards.
- How they can help their student(s) at home.

## **What happens if students don't pass the CAHSEE?**

Students who do not pass one or both parts of the CAHSEE in grade 10 may have an opportunity to retake the CAHSEE three times in grade 11, three times in grade 12, and once after grade 12. Students retake only the part(s) of the exam not previously passed. The school district must provide additional instruction to assist students who do not pass the exam (Education Code section 60851(e)).

## SAMPLE NOTIFICATION FLYER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS

# California High School Exit Examination 2002–03

## Notice to Parents and Guardians

Beginning with the graduating class of 2004, all students will be required to pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. This graduation requirement is mandated by state law. All students must first take the CAHSEE in the spring of tenth grade.

### What the CAHSEE Covers

The exam is divided into two parts: (1) English-language arts (reading and writing) and (2) mathematics. All questions are aligned to content standards adopted by the State Board of Education. Content standards describe what students should know and be able to do at each grade level from kindergarten through grade 12. The test blueprints contain the content standards assessed by the CAHSEE.

### Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher on each part of the CAHSEE (mathematics and English-language arts) in order to pass the exam.

### Graduation Requirements

Students must pass both parts of the CAHSEE to receive their high school diploma, beginning in the spring 2003–04 school year. Students will also need to complete all local district requirements to graduate.

### Testing Dates

The CAHSEE will be given at the school site during regular school hours on the dates specified in the table below. Students in grade 11 who have not yet passed one or both parts of the CAHSEE may retake the exam on each of the dates listed below. As required by state law, students in grade 10 may only take the CAHSEE during the (*insert March or May here*) 2003 administration. Students who do not pass the exam in tenth grade will have several opportunities in grades 11 and 12 to retake the part(s) not passed. Students will receive additional instruction, if needed, to ensure success on this exam.

### For More Information...

For the latest information regarding the CAHSEE, please visit the California Department of Education's CAHSEE website at <http://www.cde.ca.gov/statetests/cahsee>. If you have any further questions about the CAHSEE, please contact our school office during regular school hours.

#### District CAHSEE Testing Dates 2002–03

English-Language Arts Session 1	English-Language Arts Session 2	Mathematics Session 1 and 2
Tuesday ( <i>insert selected dates for July 2002 through May 2003 here</i> )	Wednesday ( <i>insert selected dates for July 2002 through May 2003 here</i> )	Thursday ( <i>insert selected dates for July 2002 through May 2003 here</i> )



# Sample School/Home Newsletter Insert

Students in the class of 2004 will be the first California public school students who must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. This graduation requirement is mandated by state law. The purpose of the CAHSEE is to help improve student achievement in high school and ensure that students who graduate from high school can demonstrate competency in the state content standards for reading, writing, and mathematics.

Testing dates for the CAHSEE are designated each year by the State Superintendent of Public Instruction. The table below lists the testing dates at our school during the 2002–2003 school year. Students in grade 11 who have not yet passed one or both parts of the CAHSEE may retake the exam on each of the dates listed below. As required by state law, students in grade 10 may only take the CAHSEE during the *(insert March or May here)* 2003 administration. Students who do not pass the exam in tenth grade will have seven additional opportunities to retake the part(s) not passed. Students will receive additional instruction, if needed, to ensure success on this exam.

District CAHSEE Testing Dates 2002–03		
English-Language Arts Session 1	English-Language Arts Session 2	Mathematics Session 1 and 2
Tuesday <i>(insert selected dates for July 2002 through May 2003 here)</i>	Wednesday <i>(insert selected dates for July 2002 through May 2003 here)</i>	Thursday <i>(insert selected dates for July 2002 through May 2003 here)</i>

We will continue to keep parents and students informed about this important examination. Additional information about the CAHSEE is posted on the California Department of Education Web site at <http://www.cde.ca.gov/statetests/cahsee>.

If you have questions about the CAHSEE, please contact *(district/school contact person)* at *(telephone number)*.